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**HCMC,  
VIETNAM  
COMPANY  
REGISTRATION**

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# Vietnam At A Glance

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Vietnam economy is experiencing rapid growth and is becoming one of the most dynamic emerging markets in Southeast Asia. Driven by industrialization, export-oriented manufacturing, and foreign investment. Many foreign companies are setting up factories in Vietnam to take advantage of their hard working and skilled work force and young population.

## ECONOMY

- GDP (2023): ~\$43 billion
- GDP per capita: ~\$4,300
- GDP Growth Rate: ~6%
- Foreign Direct Investment (FDI): ~\$36.61 billion (2023)
- Major industries: Manufacturing & Processing, Real Estate, Energy & Retail.

## DEMOGRAPHY

- Population: 100.5 million
- Median age: 32.5
- Speaks Vietnamese & English



## KEY CHALLENGES

- Income Inequality
- Global Trade Volatility
- Bureaucratic hurdles

## FUN FACTS

- Vietnam has 57.5 million labor force, with high literacy (95.8%) very tech savvy
- It has 70 million motorbikes on the road
- Vietnam is the 2nd Largest Coffee Exporter



# YOUR **MARKET ENTRY** **PARTNER**

For over 20 years, UnionSPACE has been enabling businesses to expand and operate in different markets efficiently. We believe that doing business should be easy and should be accessible to everyone. Today with over 450 employees across 48 locations globally. UnionSPACE is determined to provide businesses with a complete business, banking,, visa and legal services to start, operate and grow in Thailand and beyond.

65,000



Businesses served worldwide

48



Locations globally and still growing

450



Full-time employees globally

2003



First established in Melbourne, Australia

6



Local team in Thailand, Malaysia, Indonesia, Philippines, UAE, China

11



Offices in Thailand



+662-036-0600



@usth



www.unionspace.co.th



# Company Registration Service

VIETNAM COMPANY INCORPORATION SERVICES

## LIMITED LIABILITY COMPANY(LLC) REGISTRATION

### Private Limited Company

#### Directors

Minimum 1 or more

Minimum of one director: The company must have at least one director who has a resident status in Vietnam.

#### Shareholders

Minimum 1 and no more than 50

Can be a foreigner

#### TOTAL COST TO REGISTER A NEW COMPANY IN VIETNAM

**THB285,000**  
for the initial year

#### Paid up Capital

USD10,000 or more

#### Corporate Income Tax

**20%**

#### Foreign Ownership

up to 100%

### WHAT IS REQUIRED TO START PROCESSING THE COMPANY INCORPORATION

Director(s) & Shareholder(s) IC /  
Passport photocopy

Copy of National ID Card  
or Passport

Residential address



Business activity details



Preferred company name

3 names

Complete our standard Company  
Registration form



Residence Director



Bank Statement (last 3 months) of  
all shareholders



All companies in Vietnam is required to submit annual return. Accounting & Tax Filing service fee starts from THB10,500 per month.

# What's included

## INCORPORATION OF A VIETNAM PRIVATE LIMITED COMPANY

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- ☒ Preliminary Advisory which comprises:-
  1. Understand the intent / purpose to set up an entity in Vietnam
- ☒ Collation of information and documents required for name application and subsequent preparation of incorporation documents
- ☒ Conduct preliminary check on the proposed name of the company
- ☒ Preparation of full set of incorporation documents including the constitution and those required as part of our due diligence checks
- ☒ Submission of the incorporation documents and constitution
- ☒ Collection of Investment Certificate (IRC), Business Certificate (BRC), Company Seal
- ☒ Document preparation of Bank Account Opening (Vietcombank)
- ☒ 1 year - Virtual Office
- ☒ 1 year - Resident Director Service
- ☒ Up to 20 pages of Document Notarization & Translation

## TIMELINE

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It takes average of 45 days to completely setup your company in Vietnam. They are broken down into 3 major parts and they are:

- Applying for Investment Registration Certificate - 25 to 30 days
- Applying for Enterprise Registration Certificate - 5 to 7 days
- Obtaining Stamp of the Company - within 2 days





# Other Services

## SERVICES YOU MAY NEED TO OPERATE YOUR COMPANY SMOOTHLY

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- |                                       |                                 |
|---------------------------------------|---------------------------------|
| • Monthly Accounting Service          | start from THB12,500/month      |
| • Registered Office & Mail Management | THB45,000 per year              |
| • Corporate Secretarial Service       | THB65,000 per year              |
| • End of year Audit                   | start from THB65,000            |
| • Meeting Room Rental                 | start from THB800 per hour      |
| • Recruitment Service                 | start from THB35,000 per person |
| • Payroll Service                     | only THB2,500 per employee      |
| • Tax Consultancy                     | start from THB8,500 per hour    |

All prices quoted are correct at the time of printing. Please speak with one of our company formation specialists for the latest price.

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### If you have any inquiries

Simply reach out to us and one of our Solution Consultant will assist you.

#### Chat with us

 +662-036-0600

#### Email us

 [sales@unionspace.co.th](mailto:sales@unionspace.co.th)

#### ...or give us a call

 +662-036-0600

Thank you for choosing us to assist you with your new company formation.

Kindly provide us with the preliminary information below to get your Company Formation started

#### 01. COMPANY NAME

1st Preference	<b>NOTES</b>  1. Additional cost of THB1,000 per name search shall be imposed after 1st proposed name is rejected.  2. If the proposed name is in abbreviation or not in English, please clarify meaning.*  3. If the proposed name is contains a proper name, state whether it is the name of a director of the company or the proposed company.*  4. If the proposed name is similar to that of a related or associated corporation, state whether written consent has been obtained from the said corporation (please prepare the consent letter).*  5. If the proposed name is a trademark, state whether consent has been obtained from the owner (please prepare the consent letter and provide all the documents related to it).*
*Clarify	
2nd Preference	
*Clarify	
3rd Preference	
*Clarify	

#### 02. DIRECTORS/SHAREHOLDERS (MIN. 1 DIRECTOR, 1 SHAREHOLDER)

Full Name: Passport	Shareholder #1	Shareholder #2
Shareholding*(%) If only director put (-)		
Passport No.		
Nationality		
Do you hold an American citizenship	Yes / No	Yes / No
Full Residential Address  Please use one that you can provide supporting document such as utility bill or bank statement		
Email Address		
Contact No.		

#### 03. BUSINESS ADDRESS

Address  <div>Need Help? Contact us!</div>	Email Address
	Office No.
	Fax No.

08. DECLARATION

By signing below, we hereby agreed to the conditions of this proposal and that the given information is true and accurate.	
Signature of Shareholder #1	Signature of Shareholder #2

☐ Please enclose a photocopy of Director's IC/P assport

☐ Please enclose a photocopy of Director's IC/P assport